

SIGNED &
APPROVED

Crudwell Parish Council

DRAFT Minutes for the Parish Council meeting held at Crudwell Village Hall Tuesday 1st March 2016 at 7.00 pm

Present:

Cllr C Berry, Cllr T Fraser, Cllr R Wilson, Cllr P Gilchrist L Dent (Clerk)

Election of Chairman

Cllr Berry was elected as Chairman to this meeting, proposed by RW and carried by all.

1. Public Participation - None

2. Apologies for Absence accepted by the Council - Cllr J Stanford

**3. Declaration of Interest – In accordance with S31 of the Localism Act 2011 and the Parish Councils Code of Conduct
None**

4. Minutes

The Minutes of Crudwell Parish Council meeting held on Tuesday 2nd February 2016 was approved by Chairman and Cllrs as record of previous Parish Council meeting, subject to one correction by hand, in that Mr Butcher had volunteered his services to the Council for website assistance and Cllr Wilson was following up this enquiry.

5. Correspondence received

Pata pensions - letter

Lloyds Bank - letter

FW: Local Highways (Bill and Adrian) February Newsletter 28.01.16

Conrad @ Broadbean website 02.02.16.02.16

Tracey Clements @ Wiltshire Council 02.02.16

Northern area planning comm 27.01.16

WALC/K Fielding 04.02.16 Newsletter Feb 2016

K Hume Headteacher Crudwell School 04.02.16

Tim Light Internal Auditor 08.02.16

Ollie Phipps – Dog Fouling 10.02.16

ICUK Hosting for PC website 17.02.16

Stuart Pollard 16.02.16

Tim Light 15.02.16

Grant Dunkley 15.02.16

Stuart Pollard – Internal Audit 16.02.16

Le Matthews Scouts 17.02.16

Village Hall bookings 18.02.16

Margaret Perrin elections 22.02.16

6. Finance

Bank account Business instant at 09 Feb 16 £ 46,887.16

Treasurers account at 17 Feb 16 £ 2765.47

Receipts –

Interest Bus Banka/c 09/02/16 £1.93

Accounts for Payment

	For	Date	Amount
PATA payroll charges	Oct-Nov-Dec 15	03.02.16	£10.60
ICUK	Website hosting	Not due till 17.04.16	£60.00
Clerks invoice	Feb 2016	29.02.16	£369.77
Crudwell Village Hall	APM	Invoice to follow	£27.25

Mrs Browning	Allotment rent	01.03.16	£10.00
	2015 & 2016	Total	£477.62

6.1 Invoices for payment – see above. All present in favour of the above invoices being approved for payment.
6.2 Financial principles adopted April 2015. It was agreed that the Financial principles approved at the April 2015 Parish Council meeting were to be viewed as guidelines to be read in combination with the Standing Orders. Taken as a guide, the Standing Orders carries the detail, and so both documents need to be referred to. The Clerk confirmed that the Internal Auditors have both documents. It was agreed to be put on the agenda for a meeting following this year's audit, to review this document. Clerk confirmed the accounts will be prepared as per the Standing Orders and Financial Principles.

6.3 Corporate Governance questionnaire was reviewed and will be amended as per the comments made - to be signed by Chairman at the next Parish Council meeting as it is a document required for the internal audit. **Clerk to prepare**

6.4 Clerk to reconcile VAT this month. **Clerk to prepare**

6.5 Internal Auditors requested – Minutes, Rialtas back-up from last year, standing order and financial regulations, Clerks employment contract. They will attend Clerks house 9th June (a.m.) for ½ day.

6.6 Clerks gratuity – Clerk can open an ear marked reserve for this amount. **To be reviewed after the audit.**

6.7 Clerks Local Authority pension – definitive policy statement required. Clerk can make this entry alongside employment contract and file on Dropbox. **Clerk to prepare**

6.8 Financial risk assessment proposed by the Clerk was reviewed. The following changes are to be incorporated: -

i Nominated parishioner to collect allotment rent charges.

ii (Clerks salary) In accordance with timesheet which is approved by the Parish Council.

iii Unpaid tax to Inland Revenue - Parish Council to act on advice from external payroll company.

Subject to the changes above the document was approved for adoption, proposed by CB and seconded by PG.

6.9 Code of Conduct to be placed on agenda for next meeting, to withdraw old version and adopt new with inserts.

6.10 Data protection registration to be checked by Clerk.

Clerk to advise

6.11 Clerk to review the Excel document QFS.

Clerk to prepare

7. Planning

Applications received

7.1 Applic ref: 16/01259/FUL Full Planning

Proposal: First Floor Extension at 3 The Butts, Crudwell, Wilts SN16 9HF

Assigned Officer: Kate Backhouse

Comments to be recd by: 14th Mar 2016

Council issued NO COMMENT

7.2 Application Number: 16/01714/TCA

Site Location: Sunnyside The Street Crudwell Wiltshire SN16 9ET

Mrs Linda Hamilton-EddyApplicant: Grid Ref: 395035 192358 Sunnyside The Street Crudwell Malmesbury Wiltshire SN16 9ET

Proposal: Fell 2 Holly Trees and 20% Reduction to 1 Holly Tree.

Case Officer: Kate Tate Direct Line: 01249 706670 Registration Date: 24/02/2016 Please send your comments by: 21/03/2016

Council issued NO COMMENT

Planning Applications determined

7.3 Application Number: 15/11610/FUL

Site Location: 9 Kings Meadow Crudwell Wiltshire SN16 9HT

Proposal: Garage Extension

Case Officer: Richard Sewell Direct Line: 01249 706689

Registration Date: 14/12/2015

Decision: Approve with Conditions

Decision Date: 04/02/2016

Category of Application: Full Planning

7.4 Application Number: 15/11943/FUL

Site Location: Hayleaze Farm Tetbury Lane Crudwell Wiltshire SN16 9EY

Proposal: Conversion of Existing Outbuilding to form Annex to Hayleaze Farm including Link Conservatory.

Case Officer: Richard Sewell **Direct Line:** 01249 706689

Registration Date: 08/12/2015

Decision: Refuse

Decision Date: 02/02/2016

7.5 It was requested that the Clerk contact the Wiltshire Council Planning Department and requested that they appraise the Council of all conditions set for permission granted so we can assist in ensuring that the planning is carried out within the set guidelines. **Clerk to advise**

8. Reports on Continuing Activity

Where available

9. Items for Decision

9.1 Website hosting for MyCrudwell site (not PC website). Broadbean are quoting £75 a year for their hosting costs and it is not use ICUK who are hosting the Parish Council website. All present were in favour of authorising Broadbean to take over the hosting.

9.2 Grass cutting contract 2016 – 2017 was discussed and it was found the current contract holder English Landscapes is providing an efficient and cost effective service and it was approved by all present that they continue to be contracted for this work.

9.3 Councillor vacancies, notices etc. It was requested by Cllr Fraser that a notice of our Councillor vacancies can be inserted into the Notice of Meeting each month, which is then posted on boards around the Parish. **Clerk to action.**

10. Questions and Issues

10.1 Clerk has been and will continue to add to Dropbox. Clerk to liaise with Cllr Gilchrist following the audit, as there this maybe an opportunity to reorganise/archive material on Dropbox.

10.2 Cllr Fraser handed over the most recent play area inspections and defibrillator reports.

10.3 Fun in the Sun dated have been confirmed with Wiltshire Council following confirmation from the Village Hall that they can provide the Hall for wet weather and toilet access.

10.4 APM date has been arranged for Saturday 23rd April at 10.30 a.m. Invites to be made to local groups including our new Neighbourhood Watch representative Mr Dunkley and the PCSO of Minety. **Clerk to provide notes for Chairman.**

10.5 Clerk advised Cllr Stanford had produced a poster to advertise the Muck-In and would be placing on noticeboards shortly.

There being no further business the meeting was closed at 8.16 p.m.

Amendment to next meeting

The next Parish Council meeting was scheduled for Tuesday 5th April 2016 but will now take place on Monday 11th April at 7.p.m. Venue is to be advised.

Amended
11/4/16